



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email : pscrmi.mh@gmail.com • pscrmi.recruit@gmail.com

• Web-site : pscrmi.net

EA NO: RMI-144-25

OPENING DATE: 09/10/2025

CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

CM of 09/03/2025

Position Title:	Personnel Officer	
Grade and Salary (P/L):	Grade: PL 9/1-9/5	Salary: \$13,045.00-\$17,025.00 p. a+20%ED
Ministry and Division:	Ministry of Health and Human Services	Office of Health Planning, Preparedness, Policy, Personnel and Epidemiology
Location:	Ebeye	
Reports to:	Director of Human Resources	

JOB PURPOSE: To assist the Human Resources team in Majuro and Ebeye in the delivery and collection of administrative matters.

KEY RESPONSIBILITIES:

1. Contract/ personal actions processing
2. Administrative tasks
3. Recruitment
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying position at this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Walk contracts and personal actions through the signatory process and ensure timely delivery to all offices
- 1.2 Update and maintain "Contract Tracking System"
- 2.1 Deliver and collect memorandums to internal and external offices.
- 2.2 Co-ordinate HR e-mails to responsible HR member
- 2.3 Organize Purchase & Travel Requests
- 3.1 Post and e-mail Employment Announcements internally as externally
- 3.2 Assist in booking tickets for recruited Expats.
- 4.1 Assist with the medical licensing process administration
- 5.1 Contribute to a safe environment and cleanliness of the unit



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5.2 Maintain a high level of confidentiality and ensure the privacy of all employee information

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduation from a recognized college or university with an Associate degree or other related fields plus five (5) years of progressively responsible work experience or on any combination of education and experience, which may be acceptable to the Public Service Commission.

Skills:

- Excellent communication and people skills demonstrated by a history of effective liaison and established relationships with internal and external stakeholders;
- Ability to priorities tasks; work well under pressure and display excellent attention to detail;
- Demonstrated capacity to work collaboratively and contribute in a team environment

FILING INSTRUCTIONS:

Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

Issued by the Public Service Commission on this 10th *September, 2025*.

Mr. Jendrikdrik Paul
Acting Chairperson, PSC

Mr. Almo Momotaro
Commissioner, PSC